

NATIONAL ENDOWMENT FOR THE HUMANITIES
REFERENCE LETTER FORM FOR FELLOWSHIPS

GUIDELINES FOR REFEREES

The person identified as “applicant” on the reference letter form is seeking an NEH Fellowship. These grants support advanced research in the humanities that contributes to scholarly knowledge or to the general public's understanding of the humanities. NEH would appreciate receiving from you an assessment of the applicant's abilities and the proposed project. Please comment on the application according to the following criteria:

1. The significance of the contribution the project will make to knowledge in the specific field and to the humanities generally.
2. The quality or promise of quality of the applicant's work as an interpreter of the humanities.
3. The quality of the conception, definition, organization, and description of the project.
4. The likelihood that the applicant will complete the project.

If you prefer to use standard 8 1/2” by 11” paper rather than the provided form, indicate clearly on each sheet the following: the applicant's full name, institutional affiliation, project title, and the type of grant for which they are applying (NEH Fellowship). Please sign your letter.

Reference letters can also be sent by e-mail to fellowships@neh.gov. If you choose to use e-mail, you must also mail a signed hard copy of the letter to NEH.

Reference letters should reach NEH as close to the May 1 application deadline as possible.

The delivery of first-class mail to NEH has been delayed since October 2001 and delays are expected to continue for the foreseeable future. Please consider using a commercial delivery service or faxing your letter.

Send reference letters to: Fellowships Program, Room 318
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
Phone: 202/606-8200
Fax: 202/606-8204

NEH keeps the content of reference letters confidential to the extent permitted by law.

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this form is one hour. This estimate includes time for reviewing the instructions and completing the form. Please send any comments regarding the estimated completion time or any other aspect of this form, including suggestions for reducing the time to complete, to the Director, Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503.

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To be completed by the Applicant

Name of Applicant: _____

Employing Institution: _____

Project Title: _____

To be completed by the Referee

Name: _____

Institutional Affiliation: _____

Department: _____

Signature: _____ Date: _____

Referee's comments:

Please continue on back.